

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

AIR FORCE MANUAL 24-307



**HILL AIR FORCE BASE
Supplement 1**

22 MARCH 2001

Transportation

**PROCEDURES FOR VEHICLE
MAINTENANCE MANAGEMENT**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 24-307, 1 February 2000, is supplemented as follows:

SUMMARY OF REVISIONS

This revision realigns paragraph 7.35. Bullet (Added) to paragraph **7.33.18. (Added)**. A bar (|) indicates a revision from the previous edition.

3.67.1. OO-ALC Form 269, **Automotive Materials Request**, will be used as the parts ordering form to procure and track parts ordered from the Contractor Operated Parts Store (COPARS) Contractor. Completion of OO-ALC Form 269 will be accomplished by Material Control Section (75 TRANS/LGTMP) personnel. 75 TRANS/LGTMP writes up the request to COPARS on OO-ALC Form 269 and sends the white, green, and yellow copies to COPARS. The COPARS then annotates the yellow copy with the estimated delivery date (EDD) and returns it to 75 TRANS/LGTMP. The green copy is returned to 75 TRANS/LGTMP along with the items ordered. COPARS maintains the white copy for their records. 75 TRANS/LGTMP maintains the pink copy for their records.

| 7.33.18. (Added) OO-ALC Form 269, **Automotive Materials Request**.

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